

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF 3
ISSUED BY: Office of Administrative Services, Division of Human Resources	
EFFECTIVE DATE: 4/20/05	
PROCEDURE # 2.8	
SUBJECT: Workplace Violence	
DISTRIBUTION CODE: A,B,C,D	CONTACT: Director, Division of Human Resources (502) 564-7233

I. PURPOSE

The Finance and Administration Cabinet (Cabinet) shall not tolerate any workplace violence or actions that threaten its employees. The Cabinet is committed to maintaining a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. This procedure provides guidance on reporting and addressing workplace violence.

II. DEFINITIONS OF WORKPLACE VIOLENCE

Violent behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Workplace violence includes:

- the attempted, threatened, or actual conduct of a person who endangers or is likely to endanger the health and safety of state employees or the general public; or
- a threatening statement or behavior that gives a state employee or member of the general public reasonable cause to believe that his health or safety is at risk.

Examples of prohibited workplace violence include, but are not limited to:

- threats of harm;
- brandishing or displaying a weapon or an object that looks like a weapon in a manner which would present a safety risk to a state employee or a member of the general public or threatens or intimidates them;
- intimidating, threatening, or directing abusive language toward another person, either verbally, in writing or by gesture;
- stalking;
- striking, slapping or otherwise physically attacking another person; or
- disobeying or failing to follow the reasonable directive of a supervisor to take action or cease actions which create a risk to the health or safety of a state employee or the general public or threatens or intimidates them.

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III. PROCEDURES

All reports of incidents will be taken seriously and will be dealt with promptly. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both. It is the responsibility of all employees and management to promptly report threatening actions whenever they occur.

Cabinet employees who have violent behavior directed at them or who observe violent behavior at the workplace shall

- immediately report the situation to building security or police at 911 if deemed necessary; and
- notify the immediate supervisor, branch manager, or director; or the Division of Human Resources, if supervisory personnel are not available.

Cabinet supervisors shall promptly report the threatening action to:

- building security or police at 911 if deemed necessary;
- their Executive Director/Commissioner; and
- the Office of Legal Services or the Division of Human Resources.

Division of Human Resources and Office of Legal Services personnel shall promptly:

- report the situation to building security or police at 911, if deemed necessary;
- investigate the reported action;
- determine the correct response to the action and inform the appropriate authorities;
- report the situation to the Cabinet Secretary; and
- take appropriate disciplinary action.

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IV. DISCIPLINARY ACTION

Any employee failing to abide by this procedure, or violating the procedure, may be subject to disciplinary action, including but not limited to reprimand, suspension, fines and dismissal.

V. REFERENCES

[101 KAR 2:095 Section 9](#)

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "FINANCE AND ADMINISTRATION CABINET PROCEDURES AND MANUAL."

DISTRIBUTION CODES:

A. Senior Management	B. Division Directors	C. Branch Managers/Supervisors
D. Cabinet Personnel	E. Division Personnel	F. Branch Personnel G. Attached Agencies
